

FILM NEW ORLEANS COVID-19 HEALTH AND SAFETY GUIDELINES

PLEASE NOTE: THESE GUIDELINES WILL BE UPDATED AS EXISTING CONDITIONS CHANGE, INDUSTRY GUIDELINES ARE UPDATED AND IN ACCORDANCE WITH THE PHASED REOPENING GUIDELINES FOR THE STATE OF LOUISIANA AND CITY OF NEW ORLEANS.

GENERAL SAFETY GUIDELINES

Film New Orleans encourages film and television companies to develop strategies to support the health and safety of their cast and crew. It is recommended that production become familiar with and adhere to the guidelines established in the following documents and their subsequent revisions:

-Alliance for Motion Picture and Television Producers Industry Wide Labor Management Committee Task Force for Motion Picture, Television and Streaming Productions dated 6/1/20
A copy of the document will be provided upon request

-DGA, SAG-AFTRA, IATSE and Teamsters' "The Safe Way Forward," Safety Guidelines:
<https://www.sagaftra.org/-safe-way-forward'-joint-report-dga-sag-aftra-iatse-and-teamsters-covid-19-safety-guidelines>

FILM NEW ORLEANS requires all productions to adhere to the safety protocols and guidelines in the following documents:

-CDC Coronavirus Reopening Guidelines: www.cdc.gov/coronavirus/2019-ncov/guidance-list.html

-OSHA – Coronavirus Guidelines: <https://www.osha.gov/Publications/OSHA3990.pdf>

-Louisiana Department of Health: <https://ldh.la.gov> and <https://opensafely.la.gov>

-City of New Orleans Reopening Plan:
<https://ready.nola.gov/incident/coronavirus/safe:reopening>

GENERAL REQUIREMENTS BY THE CITY OF NEW ORLEANS

Film New Orleans requires all productions to submit a Production Safety Plan prior to applying for a film permit. The Safety Plan must be reviewed and approved by the Film Office in order to issue the film permit.

The City of New Orleans requires all productions have a designated HEALTH AND SAFETY SUPERVISOR (or Compliance Supervisor) who will work with Producers and Production as well as Location Managers as necessary to develop a General and On Set Safety Plan and ensure that best efforts are used to meet all safety requirements. Those requirements include a minimum of 1x per week COVID-19 testing of

cast and crew, daily temperature checks and coordination of all cleaning and sanitation activities. The HEALTH AND SAFETY SUPERVISOR should be licensed as a medic, nurse, physician or a health care professional.

The Health and Safety Supervisor must maintain a CONTACT LOG to be used for contact tracing if requested by the Louisiana Department of Health. The log must be compiled DAILY and include the name and telephone number of every person physically present in production offices, on sound stages and at each location and base camp.

When two or more people are occupying a vehicle for work-related purposes they must wear face coverings.

Require anyone who is sick to stay home.

The City of New Orleans requires all individuals to wear a face mask in public. All cast and crew members are required to wear face coverings that cover the nose and mouth. Cast members may remove their mask while filming if they can maintain 6 ft. distance from others.

GENERAL RECOMMENDATIONS BY THE CITY OF NEW ORLEANS

An adequate number of bathrooms, washing and sanitizing stations must be provided in all production spaces and placed in areas that are safely and easily accessible by all crew, cast and vendors.

All cast and crew should be screened for symptoms of illness and exposure to COVID-19. Temperature checks of cast and crew should be performed daily and anyone with a temperature over 100 degrees Fahrenheit should be asked to leave. Non-symptomatic COVID-19 positive cast and crew are not allowed on set or in offices nor is anyone who has had contact with any person who is diagnosed with COVID-19 or with anyone who is required to quarantine for 14 days.

Individuals who have tested positive for COVID-19 can be allowed to return to work if they have not had symptoms for at least 3 days and it has been at least 10 days since their symptoms began. Such return to work must be approved by the Health and Safety Supervisor and Production in advance of returning to work.

All common areas and equipment, including bathrooms, frequently touched surfaces including doors, equipment and vehicles must be cleaned and disinfected during prep, shooting and wrap daily.

Frequently clean and sanitize all high touch surfaces, all equipment, vehicles and sets on sound stages and locations.

When two or more people are occupying a vehicle for work related purposes they must wear face coverings.

Consider sequestering cast and crew in hotels for the duration of the shoot to reduce the exposure to the virus.

ART DEPARTMENT AND PROPERTY DEPARTMENT

Consider reducing the number of prep and strike days or combine these days with location cleaning activities.

Art Department and Property Department crew should sanitize all props, furniture and set dressings that come into contact with cast and crew.

CATERING

No catering is allowed on locations.

All catering should be individually packaged and not served buffet style or in open containers. Adequate space must be provided to allow the cast + crew to be spaced apart from each other.

Consider staggering feeding times to reduce the amount of cast + crew in one location for an extended period of time.

CRAFT SERVICES

All food items must be individually wrapped. No self-service is allowed.

A designated area on set should be identified for craft services.

HAIR AND MAKE-UP

Hair and Make-Up are required to follow the State of Louisiana Fire Marshall guidelines for salons which include additional PPE measures: <https://ready.nola.gov/incident/coronavirus/safe-reopening/>.

Make-up and hair stations should be placed 6 ft. apart.

Use disposable make-up kits and brushes when possible.

LOCATIONS:

Film New Orleans requires that each request for location filming permits be submitted to the Film Office five days prior to filming. To ensure the safety of our neighborhoods there will be restrictions on the amount of city blocks approved for parking permits. The amount of approved permitted parking will be increased as the state and city enters Reopening Phases 1, 2, 3 and 4. For more information regarding location permitting policies + procedures for the City of New Orleans go to www.filmneworleans.org.

Coordinate with the Health and Safety Supervisor (or Compliance Supervisor) to facilitate the cleaning and disinfecting of the film location before prep, during shooting and during/after wrap.

Maximize space and air flow when filming in an interior location as much as possible.

Use of a remote lot is encouraged for each location to reduce the amount of truck parking requested and/or permitted in neighborhoods which in turn will reduce the impact to our communities. All large trucks, trailers, equipment, catering and holding areas should be staged away from the location.

Essential vehicles/trucks will be approved for permitted parking at locations.

Crew parking is not allowed at a location. In order to reduce the amount of production parking in neighborhoods this restriction will be strictly enforced.

SCOUTING GUIDELINES

When scouting locations consider the availability of adequate space for social distancing and best practices for all production processes required for filming.

Discuss prep/shoot/wrap and the production's logistic and safety processes with the owner/tenant of the property.

Discuss with the owner/tenant the probability that they will need to relocate to alternative housing during the Location Contract Term for interior filming.

Advise the owner/tenant what the process will be for disinfecting their property before, during and after the Location Contract Term.

Consider communicating intent to film with the neighborhood to assess viability of all production activity in the neighborhood.

TRANSPORTION DEPARTMENT

When two or more people are travelling in a vehicle face masks must be worn.

Drivers should wipe down the interior of their vehicles every time passengers exit the vehicle. For recommendations on disinfecting vehicles go to CDC recommendations:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>.

VIDEO VILLAGE

When possible, limit the use of video villages for interior and exterior filming on locations. Limit the number of people in each village and provide additional monitors to allow for social distancing.

WARDROBE DEPARTMENT

Fittings should take place off-set or remotely when possible.

Physical contact should be kept to a minimum and all parties should use PPE.

Costumes and clothing should be cleaned and bagged individually per performer.

As an authorized representative of the production titled, _____, I have read and agree to take responsibility for ensuring the health and safety of the production as well as the community. If the production is found to be in violation of the General Requirements by the City of New Orleans the film permit may be revoked.

PRODUCER

Name: _____

Signature: _____

Phone: _____

E-Mail: _____

Date: _____

LOCATION MANAGER

Name: _____

Signature: _____

Phone: _____

E-Mail: _____

Date: _____

HEALTH AND SAFETY SUPERVISOR

Name: _____

Signature: _____

Phone: _____

E-Mail: _____

Date: _____

TRANSPORTATION SUPERVISOR

Name: _____

Signature: _____

Phone: _____

E-Mail: _____

Date: _____

